

St. Richard's PTFA Meeting Minutes

Meeting Details

Date:	10 November 2025
Time:	18:00
Location:	Online
Chairperson:	SM
Minute Taker:	MA

Attendees

List of attendees: 15 parents online.

Apologies

List of apologies: There was a few parents sending their apologies.

Approval of Previous Minutes

Approved as read

We were looking for the previous minutes. SM to confirm.

Agenda Items & Discussion

Agenda Item: Christmas Fair Planning and events in between

Discussion Summary:

Agreed fair will be held on 12 Dec at school hall and church.

We were informed about the current chair, CW, stepping down .

Decision Made: Which year group takes on which stall.

Actions: SM to confirm stall layout by 20 Nov.

Bake sale: Year 6 to lead and manage by EB 14.11.2025

Mufti day which might be pajamas/ comfy/ cozy clothes 28.11.2025 for the kids tombola.

Kids to bring in sweet/ chocolates.

Additional items:

Movie night date change to 15.12.2025 manage by EB

License for Christmas fair is sorted confirmed by CW.

Treasurer's Report

Summary of funds raised/spent and approvals for spending:

TBC

Any Other Business regards to stalls for Christmas fair

Acorns/nursery /staff /CP possibly Amber to do drinks stall and marshmallows pit

ST/KB/AL to do Santa's grotto request for a new space

EB doing tokens bags

Christmas crafts y1+y2

Adult tombola y3

Children tombola y4

Cakes – PS y1 have to confirm with her

And also talk to other parents regarding food stall (HS for samosas)

Then we wait till next mufti to talk about the items available for hampers.

Snow globe y6

Next Meeting

Date: _____TBC_____

Time: _____

Location: _____